

Maryland Energy Administration
IT/Database Systems Manager
Job Description

Join the Maryland Energy Administration as we continue to transform energy in the State of Maryland. You will have an unprecedented opportunity to work on the cutting edge of implementing Maryland's clean energy policies and programs. We are looking for the best and the brightest to join the team that has made Maryland one of the nation's leaders in energy.

Responsibilities: The IT/Database Systems Manager is responsible for IT, Web, AV and communications systems, processes and inventories for a 50 employee Maryland state agency. This is a full time state position (with benefits) working closely with agency staff, other state agencies and private sector support contractors and consultants.

- Maintains agency IT systems and operations, including security and continuity of operations (Tier 1 Support)
- Manages and supports the MEA Program Management Application (PMA), a customized Salesforce application for energy program reporting, financial tracking and decision-making.
- Maintains the agency website including online video outreach.
- Leads agency efforts for new IT implementations and upgrades.
- Maintains agency interfaces with other state and federal IT systems (such as FMIS, ADPICS, PAGE and StateStat) through networking, interagency agreements and contract mechanisms.
- Maintains support contracts and interagency agreements associated with IT, AV and comms systems.
- Maintains agency inventory of IT, network, AV and comms devices.
- Care and operations of agency hardware, software and associated accessories.
- Manages agency budget and procurement of IT, AV and comms equipment, software and supplies

Qualifications: Candidates should have at least a bachelor's degree in an Information Technology associated field of study such as Information Systems. A+ or Network+ certification are desired. Candidates must have at least two years of detailed experience working with IT systems as related to the items listed in the responsibilities section above and web site management. Excellent client/customer support, writing, presentation and analytical skills are required. There is a strong preference for experience working with the Salesforce application and Adobe Dreamweaver website administration. Successful candidates will have:

- Experience as system administrator for IT systems and network: ability to work as Tier 1 support troubleshooting common desktop issues, installing software, running updates, etc.; experience with Google Apps, Active Directory, Windows server 2008R2 and 2012R2; experience working with the Cisco Unified Communications Console a plus; experience as systems administrator with Salesforce applications a plus)
- Experience in web and video production; knowledge of HTML and CSS; experience with content development and management systems such as Adobe Dreamweaver/Photoshop
- Expertise of MS Office applications (Excel, Word, Access, PowerPoint), cloud and database applications (such as Salesforce, PeopleSoft/Oracle ERP) and commercial or open source data visualization platforms
- Analytical expertise and experience demonstrating understanding of spreadsheet applications;
- Excellent written and oral skills; well organized and able to meet deadlines, and work well with both internal staff and external parties

To Apply: Please send a cover letter, resume, and salary requirements by email, with "IT/Database Systems Manager" in the subject line to jobs.mea@maryland.gov. Qualified candidates will receive notification of receipt. Only the top candidates will be invited to interview for the position.

Salary: Commensurate with experience.